

**PLEASE FILL IN ENGLISH AND IN BLOCK LETTERS WITH BLACK INK.**

**FOR NON-INDIVIDUAL**

**A. IDENTITY DETAILS (Please see guidelines)**

1. Name of Applicant : \_\_\_\_\_

2. Date of Incorporation : DD / MM / YYYY

Place of Incorporation : \_\_\_\_\_

3. Registration No. (e.g CIN) : \_\_\_\_\_

Date of commencement of Business : DD / MM / YYYY

4. Status Please tick

- |   |  |   |                                       |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Private Ltd. Co.         | <input type="checkbox"/> Public Ltd Co.              | <input type="checkbox"/> Body Corporate | <input type="checkbox"/> Partnership  |
| <input type="checkbox"/> Trust / Charities / NGOs | <input type="checkbox"/> FI                          | <input type="checkbox"/> FII            | <input type="checkbox"/> HUF          |
| <input type="checkbox"/> Government Body          | <input type="checkbox"/> Non-Government Organization | <input type="checkbox"/> AOP            | <input type="checkbox"/> Bank         |
| <input type="checkbox"/> Body of Individuals      | <input type="checkbox"/> Society                     | <input type="checkbox"/> LLP            | <input type="checkbox"/> Others _____ |

5. Permanent Account Number (PAN) (MANDATORY) \_\_\_\_\_

Please enclose duly attested copy of your PAN Card

PHOTOGRAPH



Please affix your recent passport size photograph of authorized signatory & sign across it

**B. Address Details (Please see guidelines)**

1. Address for Correspondence \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ Pin Code: \_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_

2. Contact Details: Tel (Off.) \_\_\_\_\_ Tel (Res.) \_\_\_\_\_

Fax No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email ID \_\_\_\_\_

**3. Proof of Address to be provided by applicant. Please submit ANY ONE of the following valid Documents and tick (✓) against the document attached**

- \*Latest telephone bill (Only Land Line)     \*Latest Electricity Bill
- \*Latest Bank A/c Statement / Pass book     Registered Lease /Sale Agreement of office premises
- Others \_\_\_\_\_

\* Not more than 3 months old. Validity/Expiry date of proof of address submitted. DD/MM/YYYY

4. Registered Address (if different from above)

\_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ Pin Code: \_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_

**Signature of Applicant (with stamp) .....**



**Details of Promoters / Partners / Karta / Trustees and Whole time directors forming a part of  
Know Your Client (KYC) Application Form for Non- Individuals**

**Name of Applicant** \_\_\_\_\_

**PAN of the Applicant**

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Sr. No	PAN	Name	DIN for Directors / UID (For Others)	Residential / Registered Address	Relationship with Applicant (i.e. promoters, whole time Directors etc.	Whether Politically Exposed	Photograph
	Please Attach a copy of your PAN Card			Please attach proof of your residential address		<input type="checkbox"/> PEP <input type="checkbox"/> RPEP <input type="checkbox"/> NO	
	Please Attach a copy of your PAN Card			Please attach proof of your residential address		<input type="checkbox"/> PEP <input type="checkbox"/> RPEP <input type="checkbox"/> NO	
	Please Attach a copy of your PAN Card			Please attach proof of your residential address		<input type="checkbox"/> PEP <input type="checkbox"/> RPEP <input type="checkbox"/> NO	
	Please Attach a copy of your PAN Card			Please attach proof of your residential address		<input type="checkbox"/> PEP <input type="checkbox"/> RPEP <input type="checkbox"/> NO	
	Please Attach a copy of your PAN Card			Please attach proof of your residential address		<input type="checkbox"/> PEP <input type="checkbox"/> RPEP <input type="checkbox"/> NO	
	Please Attach a copy of your PAN Card			Please attach proof of your residential address		<input type="checkbox"/> PEP <input type="checkbox"/> RPEP <input type="checkbox"/> NO	

**Name & Signature of the Authorised Signatory (ies)**      **Date** DD / MM / YYYY

PEP: Politically Exposed Person  
RPEP: Related to Politically Exposed Person

**INSTRUCTIONS / CHECK LIST FOR FILLING KYC FORM**

**IMPORTANT POINTS:**

1. Self attested copy of PAN card is mandatory for all clients
2. Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the below mentioned list.
3. If any proof of identity or address is in a foreign language, then translation into English is required
4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
5. If correspondence & permanent address are different, then proofs for both have to be submitted.
6. Sole proprietor must make the application in his individual name & capacity.
7. For non-residents and foreign nationals,(allowed to trade subject to RBI and FEMA guidelines), copy of passport / PIO Card / OCI Card and overseas address proof is mandatory.
8. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given
9. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
10. For opening an account with Depository participant or Mutual Fund for a minor, photocopy of the School Leaving Certificate/ Mark sheet issued by Higher Secondary Board/ Passport of Minor/ Birth Certificate must be provided
11. Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/military officers, senior executives of state owned corporations, important political party officials, etc.

**B. Proof of Identity (POI): List of documents admissible as POI :**

1. PAN card with photograph. This is mandatory requirement for all applicants except those who are specifically exempt from obtaining PAN (listed in Section D).
2. Unique Identification Number (UID) (Aadhaar) / Passport / Voter ID card / Driving license.
3. Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments Statutory/Regulatory Authorities, Public Sector Undertakings Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks

**C. Proof of Address (POA): List of documents admissible as Proof of Address: (\*Documents having an expiry date should be valid on the date of submission.)**

1. Passport/Voters I-Card/Ration Card/Registered Lease or Sale Agreement of Residence/Driving License/Flat Maintenance bill/Insurance Copy.

2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill not more than 3 months old.
3. Bank Account Statement/Passbook - Not more than 3 months old.
4. Self-declaration by High Court and Supreme Court judges giving the new address in respect of their own accounts
5. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank / Multinational Foreign Banks/ Gazetted Officer / Notary Public / elected representatives to the Legislative Assembly/ Parliament / Documents issued by any Govt. or Statutory Authority.
6. Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI ICWAI, ICSI, Bar Council etc.,to their Members.
7. For FII/sub account, Power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostiled or consularised) that gives the registered address should be taken.
8. The proof of address in the name of the spouse may be accepted.

**D Exemptions/clarifications to PAN (\*Sufficient documentary evidence in support of such claims to be collected.)**

1. In case of transactions undertaken on behalf of Central Government and/or State Government and by officials appointed by Courts e.g. Official liquidator, Court receiver etc.
2. Investors residing in the state of Sikkim.
3. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
4. SIP of Mutual Funds upto Rs 50,000/- p.a.

In case of institutional clients, namely, FIIs, Mfs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.

**E. List of people authorized to attest the documents:**

Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, and Indian Embassy/Consulate General in the country where the client resides are permitted to attest the documents.

**F. Incase of Non-Individuals, additional documents to be obtained from non-individuals, over & above the POI & POA. TYPES OF ENTITY DOCUMENTARY REQUIREMENTS**

<b>Corporate</b>	<ul style="list-style-type: none"> <li>▪ Copy of balance sheets for last 2 financial years (to be submitted every year)</li> <li>▪ Copy of latest share holding pattern including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulations, duly certified by the company secretary/Whole time Director/MD (to be submitted every year. Photograph, POI, POA, PAN and DIN numbers of whole time directors / two directors in charge of day to day operations</li> <li>▪ Photos, POI, POA, PAN of individual promoters holding control—either directly or indirectly</li> <li>▪ Copies of Memorandum and Articles of Association and certificate of incorporation.</li> <li>▪ Copy of the Board Resolution for investment in securities market.</li> <li>▪ Authorised signatories list with specimen signatures.</li> </ul>
<b>Partnership firm</b>	<ul style="list-style-type: none"> <li>▪ Copy of balance sheets for the last 2 financial years (to be submitted every year)</li> <li>▪ Certificate of registration(for registered partnership firms</li> <li>▪ Copy of partnership deed</li> <li>▪ Authorised signatories list with specimen signatures</li> <li>▪ Photograph, POI, POA, PAN of Partners</li> </ul>
<b>Trust</b>	<ul style="list-style-type: none"> <li>▪ Copy of the balance sheets for the last 2 financial years (to be submitted every year)</li> <li>▪ Certificate of registration (for registered trust only).Copy of Trust deed</li> <li>▪ List of trustees certified by managing trustees/CA</li> <li>▪ Photograph, POI, POA, PAN of Trustees</li> </ul>
<b>HUF</b>	<ul style="list-style-type: none"> <li>▪ PAN of HUF</li> <li>▪ Deed of declaration of HUF</li> <li>▪ List of coparceners with Pan &amp; Address Proof copy</li> <li>▪ Bank pass-book /bank statement in the name of HUF</li> <li>▪ Photograph, POI, POA, PAN of Karta</li> </ul>
Unincorporated Association or a body of individuals	<ul style="list-style-type: none"> <li>▪ Proof of Existence / Constitution document</li> <li>▪ Resolution of the managing body &amp; Power of Attorney granted to transact business on its behalf</li> <li>▪ Authorized signatories list with specimen signatures</li> </ul>
Banks/Institutional Investors	<ul style="list-style-type: none"> <li>▪ Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years</li> <li>▪ Authorized signatories list with specimen signatures</li> </ul>
Foreign Institutional Investors	<ul style="list-style-type: none"> <li>▪ Copy of SEBI registration certificate</li> <li>▪ Authorized signatories list with specimen signatures</li> </ul>
Army/Government Bodies	<ul style="list-style-type: none"> <li>▪ Self-certification on letterhead</li> <li>▪ Authorized signatories list with specimen signatures</li> </ul>
Registered Society	<ul style="list-style-type: none"> <li>▪ Copy of Registration Certificate under Societies Registration Act</li> <li>▪ List of Managing Committee members</li> </ul>
Documentary requirements Copy	<ul style="list-style-type: none"> <li>▪ Committee resolution for persons authorised to act as authorised signatories with specimen signatures</li> <li>▪ True copy of Society Rules and Bye Laws certified by the Chairman / Secretary</li> </ul>

**Signature of Applicant (with stamp) .....**

**DECLARATION BY HUF**

To,  
**SS CORPORATE SECURITIES LTD.**  
**NDM 2, Block D, 3<sup>rd</sup> Floor,**  
**Netaji Subhash Place**  
**Pitampura, Delhi-110034**  
**Tele: 91-11-47003600(30 Lines), Fax: 91-11-47003601**

As our HUF wishes to open an Trading Account with your Company in the said name

\_\_\_\_\_

This is to inform you that the first signatory to this letter Mr.\_\_\_\_\_ is the Karta of the joint family and other are the co-parceners of the said family.

We further confirm that the business of the said joint family is carried on mainly by the said Karta as also by the other signatories here to in the interest and for the benefit of the entire body of co-parceners of the joint family .We all undertake that claims due from the said family shall be recoverable personally from all or any of us and also from the entire family properties of which the first person is the Karta, including the share of minor co-parceners.

In view of the fact that ours is not a firm governed by the Indian partnership Act 1952, we have not got our said firm registered under the said act.

We hereby undertake to inform the Company of the death or birth of co-parceners or change occurring at any time in the membership of our joint during the currency of the account.

**Name & Signatures of Adult Co-Parceners (Use Annexure for additional members):**

Name	Signature
1	
2	
3	
4	
5	
6	

**Name & Date of Birth of Minor Co-parceners :**

Name	Date of Birth
1	
2	
3	
4	

**Yours sincerely,**

**(Signature with stamp)**

**Name of Karta**\_\_\_\_\_